

# SAMPLE STUDENT

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## SUMMARY

**Database Administrator** with extensive experience in technical training, project management, computer architecture and technology operations. Advanced technical skills in areas of database, operating systems and their applications. Skilled troubleshooter with strong attention to detail and ability to work effectively in fast-paced and project oriented environment. Talented team leader who consistently achieves and surpasses desired results.

## TECHNICAL SKILLS

Databases: Oracle, MS-SQL, MySQL, DB2, Filestream

Operating Systems: Windows, UNIX

Applications: SQL-Loader, SQL Navigator, Forte for Java

## EXPERIENCE

Forward Edge, Chicago, IL

January 20xx to Present

### Database Administrator

- Serve as technical liaison to system users and vendors regarding database issues, access, and testing as well as data conversion
- Lead, assist and collaborate with stakeholders on customization, maintenance, and integration of system software or database applications
- Manage data quality efforts by working with administrative units on establishing processes and procedures to identify and fix erroneous and inconsistent data
- Provide assistance to Web Development functions of the unit
- Evaluate, recommend and coordinate changes to policies regarding use of database systems to improve system efficiency and security
- Research, test and recommend new technology and applications
- Assess and manage staffing needs and recruit new employees as needed

XYZ Company, Hoffman Estates, IL

April 20xx to January 20xx

### Database Administrator

- Installed, configured and maintained database platforms, database back-up and restoration procedures
- Performed composition, troubleshooting, analysis and documentation of scripts and database queries
- Monitored system performance and implemented performance tuning on a routine basis
- Managed user accounts, permissions and emails

Solutions Network, Arlington Heights, IL

May 20xx to March 20xx

### Assistant Database Administrator

- Reorganized databases and sized database objects to meet standards and improve performance over 30%
- Created Oracle databases including planning, testing and production for two large departments
- Enhanced Microsoft Access databases by improving user interface, introducing multiple-user access and increased security and stability

ABC Company, Palatine, IL

January 20xx to April 20xx

### Database Administrator Co-Op Work Experience

- Assisted in the development of functions, scripts and reports that facilitated success of high-priority development projects
- Participated in management of internal databases from planning and testing stages through implementation and support
- Observed design and implementation of complete life cycle client servers and database applications using development tools and languages

## EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Computers in Business

Specialized Study Area – Database Management

May 20xx